

memorandum

DATE: July 15, 2008
REPLY: EM-13
ATTN OF:

SUBJECT: Operating Ground Rules for the Hanford Advisory Board

TO: Steve Wegman and Doug Shoop, Co-Deputy Designated Federal Officers

The Operating Ground Rules for the Hanford Advisory Board have been reviewed by the Office of Public & Intergovernmental Accountability (EM-13) and the Office of General Counsel (GC-77) to assure compliance with the Federal Advisory Committee Act of 1972, 5 U.S.C. **Appendix 2 (FACA)**; the General Services Administration (GSA) implementing regulations, **41 CFR Subpart 102-3, (CFR)**; and the Department of Energy (DOE) Advisory Management Program Manual, **DOE M 515.1-1 (Manual)**.

These Operating Ground Rules (attached) are approved and returned to you for implementation. Any additional changes should be submitted to this office as they require my approval as the Environmental Management Site Specific Advisory Board Designated Federal Officer. If you have any question, please contact me on 202-586-5619.



E. Douglas Frost
Designated Federal Officer
Environmental Management
Site Specific Advisory Board

Attachment

cc:
C. Hymer, GC-77
E. Olds, ORP
K. Lutz, RL

VI. ROLES AND RESPONSIBILITIES

A. Chair and Vice Chair

1. The Chair shall be appointed by the sponsoring Tri-Party agencies, based on the advice and recommendations of Hanford stakeholders. The Chair will be responsible for protecting the interests of all Board members and will act in a fair and balanced manner with respect to the Board's operation, the conduct of Board meetings, and all other activities associated with the Chair's involvement with the Board.

The Chair, with the assistance of a facilitator and/or Tri-Party agency staff will strive to determine the views of all Board members regarding Board advice on major policy issues and the determination of what course of action to follow on major procedural matters. The Chair will work to achieve a consensus among all Board members on such issues and matters, to the greatest extent possible, but to also understand when consensus is not possible and some other course of action is necessary.

The Chair will have the authority to represent and convey the views of the Board before the sponsoring agencies, and upon request, before elected officials and in public settings, such as before Congress and State Legislatures. With the assistance of a facilitator and/or agency or other support staff, the Chair will be responsible for ensuring the development of meeting agendas that reflect the issues of concern to Board members and the sponsoring agencies. The Chair is also responsible for producing and certifying that the meeting minutes accurately reflect the content of full Board deliberations within 45 calendar days of a meeting to which they relate. In the absence of the Chair and Vice Chair, the DDFO must certify the meeting minutes.

The term of office of the Chair will be for two years, with opportunity for reappointment by the Board for ~~no more than two~~ additional terms of two years each. There are no term limits for serving in this position. Should a Board member believe that the Chair is not performing in a fair and balanced manner, it is the responsibility of the member to raise their concerns to the Chair, to the full Board, or the representatives of the Tri-Party Agencies for consideration.

2. A Vice Chair will be selected by the Board to serve in the absence of the Chair.

The term of office of the Vice-Chair will be for two years, with the opportunity for reappointment by the Board for ~~no more than two~~ additional terms of two years each. There are no term limits for serving in this position.

HAB Process Manual

8. Board and Committee Leadership Structure

How long do they serve? Is there a term limit?

The Board chair and vice chair positions are two-year terms with the opportunity to be selected for ~~two~~ additional two-year terms (~~three terms, or six years, in total~~there are no term limits for serving in these positions).

Remove the “term limit” language for the national liaison position